

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



Website: <http://www.dfa.ms.gov>
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 Telephone Number: 601-359-3409
 Fax Number: 601-359-3910

Featured Contract: Office Paper

Commodity: Office Paper

Type of contract: Competitive

Dates of Contract: April 1, 2019 – September 30, 2019, Renewal 3

Vendors on Contract: Jackson Paper / Newell Paper

State Contract Number: 8200035645

Smart Contract Number: 1130-18-C-SWCT-00045-V009

Vendors: Jackson Paper / Newell Paper, Prime Supplier; Supplier ID # (3100017732). Contact and ordering information can be found on the last page of attachment "Office Papers Contract Extension 3 04012019".

Contract Analyst: James Brabston,
James.Brabston@dfa.ms.gov

Contract link

([https://www.ms.gov/dfa/contract_bid_search/Contract/Details/5871?](https://www.ms.gov/dfa/contract_bid_search/Contract/Details/5871?AppId=1&Keyword=8200035645)

[AppId=1&Keyword=8200035645\)](https://www.ms.gov/dfa/contract_bid_search/Contract/Details/5871?AppId=1&Keyword=8200035645)

Contract Spend: \$2,237,557.71

Remember State Agencies must use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.

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P-Card Fraud

In the perfect world, we like to envision that bad things do not happen. However, in today's technical world, unfortunate things do happen, such as credit card fraud. When using your procurement card, it is critical that you keep the card secure at all times and do not give the credit card number to any unauthorized companies or persons. There are a few ways you can tell if your assigned card has been used for unauthorized purchases:

- 1. A UMB Representative will give you a call about a purchase that has been flagged as fraud.**
- 2. Your card will be declined.**
- 3. If you do not receive a phone call or if your card is not declined, your monthly paper and online statements will show all purchases made.**

If any of these things happen, it is very important that you notify Yolanda Thurman or Steve Tucker by phone or email to assist you with the investigation/dispute process. The first step with an unauthorized purchase is to develop a statement about the purchase. The statement should include the card number, cardholder name, date of the purchase, the vendor and the purchase amount. You should also include a statement stating that the cardholder and/or department did not authorize the purchase. After the statement has been developed, a dispute form can be obtained from Yolanda Thurman or Steve Tucker to complete to be sent to an UMB representative. If the unauthorized purchase is noticed before the monthly statement is received, the transaction can be flagged as fraud and processed in a matter of hours. However, if you do not notice the fraudulent purchase until the end of the month, complete the statement and the dispute form, but do not pay the disputed amount of your monthly bill. Therefore, you should pay your entire bill except the amount that was used for the fraudulent purchase. If you have any questions about this process or any more procurement card related issues, please feel free to contact Yolanda Thurman, Procurement Card Administrator at Yolanda.Thurman@dfa.ms.gov or 601-359-2016 or Steve Tucker, Director of Marketing, Travel and Card Programs at Stephen.Tucker@dfa.ms.gov or 601-359-3107.

OPTFM COURSES

Upcoming CMPA Class

July 30- Aug 1, 2019



NEXT CLASS

September 24-26, 2019

If you are interested in taking the CMPA or Fleet Manager Certification course, please visit the

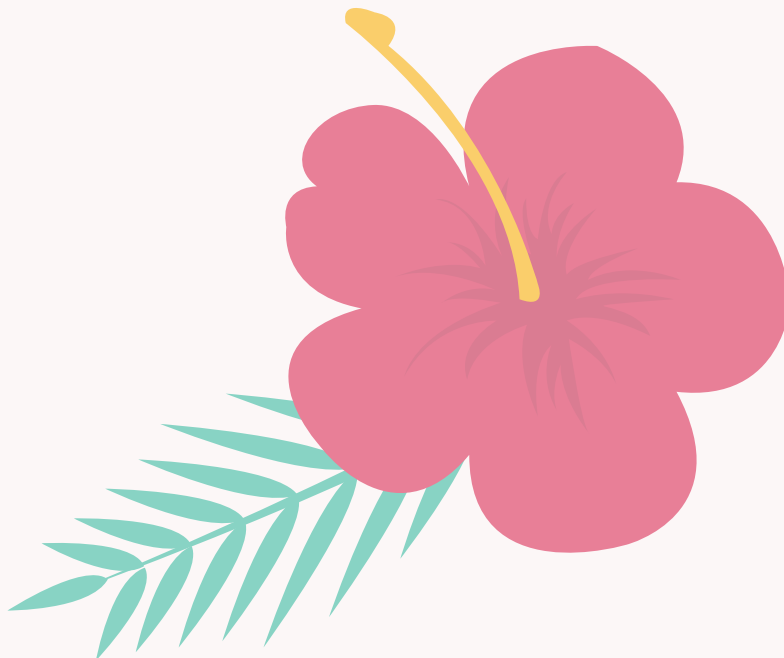
link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/> for detailed instructions.

Upcoming Fleet Certification Class

June 11, 2019

Cooperative Contracts

Please be advised that effective May 20, 2019, there will be new rules and procedures regarding purchasing from the Sourcewell Cooperative Heavy Equipment contract, our office has adopted. We have identified numerous pieces of equipment, that more than one vendor on the contract sells. Only equipment that is sold by more than one vendor will be considered contract items. If a governmental entity wishes to purchase a piece of equipment from this contract, they will be required to receive quotes from each vendor that sells that piece of equipment. They must take low quote. If the item cost is more than \$50,000 and they do not wish to take low quote, normal purchasing procedures must be used for the purchase.



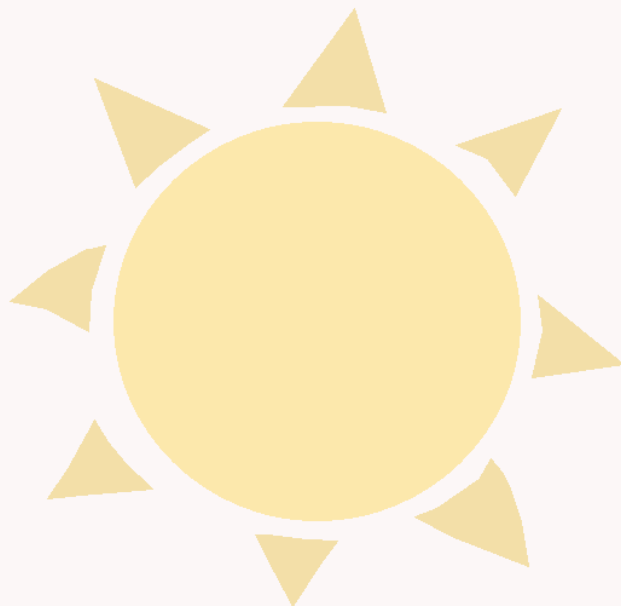
PPRB

PPRB Meeting Date

January 9, 2019 9:00 a.m.
February 6, 2019 9:00 a.m.
March 6, 2019 9:00 a.m.
April 3, 2019 9:00 a.m.
May 1, 2019 9:00 a.m.
June 5, 2019 9:00 a.m.
July 10, 2019 9:00 a.m.
August 7, 2019 9:00 a.m.
September 4, 2019 9:00 a.m.
October 2, 2019 9:00 a.m.
November 6, 2019 9:00 a.m.
December 4, 2019 9:00 a.m.

Submission Deadlines

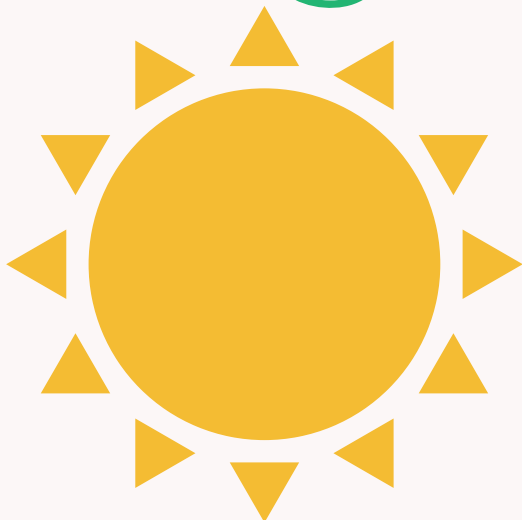
December 5, 2018
January 9, 2019
February 6, 2019
March 6, 2019
April 3, 2019
May 1, 2019
June 5, 2019
July 10, 2019
August 7, 2019
September 4, 2019
October 2, 2019
November 6, 2019
December 4, 2019



The Office of Purchasing, Travel and Fleet Management



May



Ross Campbell, Director, OPTFM
Vernea Weathers

**Michael Cook, Director,
Bureau of Purchasing and Contracting**

James Brabston

Ashley Harrell

Regina Irvin

Ramona Jones

Christopher Statham

Erin Sandlin

**Steve Tucker, Director,
Bureau of Marketing, Travel and Card
Programs**

Candice Hay

Yolanda Thurman

**Billy Beard, Director,
Bureau of Fleet Management**
Carlos Galloway